

**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)**FROM**DDA/Management Staff  
7D 10 Headquarters**EXTENSION****NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S  
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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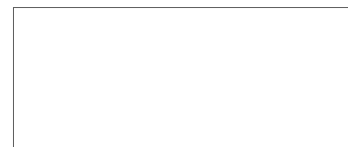
Attached herewith are copies of correspondence dealing with the Agency Civilian Reserve Program (ACRP). You are requested to familiarize yourself with the contents and be prepared to discuss the information contained as it pertains to your Office. I will hold a meeting next week to solicit your views. Specifically, I will be asking you the following:

1. What are the personnel requirements which need to be supported by the Agency Civilian Reserve Program?

2. In addition to Emergency Planning, please be prepared to address possible use of the ACRP during periods of surge activity.

3. List initial number and composition of personnel you would require in the ACRP, the staff support needed in your office to contact prospective participants, process them, arrange training and maintain contact.

I will call you with the time and place for the meeting.

FORM  
1-79**610**USE PREVIOUS  
EDITIONS

289 total

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82-4401

DD/A Registry  
82-0406

11 FEB 1982

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Inspector General  
General Counsel  
Comptroller

FROM :   
Acting Director of Personnel

SUBJECT : Agency Civilian Reserve Program

1. Attached is a copy of the memorandum approving the establishment of the Agency Civilian Reserve Program (ACRP). It is requested that you review your reserve requirements and determine the initial size and composition of your respective components.

2. Attention should also be given to the staff support needed within your respective offices to contact prospective participants, process them, arrange training, and maintain contact. We will establish processing procedures and coordinate the activities of your staffs.

3. In order to be responsive to the Director's desires on this matter, I would appreciate a report of your conclusions and implementation plans by 1 March 1982. — 10 day extension per  2/22 PZ

Attachment

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